

## MADERA COUNTY

### ASSISTANT BEHAVIORAL HEALTH SERVICES DIRECTOR

#### DEFINITION

Under administrative direction, to assist with planning, directing, managing and overseeing the functions of the Madera County Behavioral Health Services Department; to assume responsibility for assigned Department programs and activities; to serve as Director of Behavioral Health Services in the absence of the Director; and to do related work as required.

#### SUPERVISION EXERCISED

Exercises direct supervision over subordinate staff.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing the functions and programs of the Madera County Behavioral Health Services Department; assists in the development and implementation of Department goals, objectives, policies, and priorities; assists in the negotiation of provider contracts; responds appropriately to inquiries and complaints; works effectively with advisory boards and committees; assesses and recommends solutions to complex problems affecting Department operations and functions; assists in developing, administering, and monitoring the Department budgets for a variety of work units; works with other County departments or outside agencies regarding special cases or special needs and for collaborative service delivery; oversees the preparation of and/or prepares reports and presentations on assigned functions and activities; directs, supervises, trains, and evaluates assigned staff; serves as the Director of Behavioral Health Services upon the request, or in the absence of the Director.

#### OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

Operational characteristics and functions of mental health and substance abuse programs.

Principles and techniques of management and program administration.

Principles, practices and programs related to community mental health, alcohol, and drug programs and sources of funding related to program and services development.

Pertinent Federal, State, and local laws, codes, and regulations including those governing mental health, drug, and alcohol facilities and services.

Knowledge of: (continued)

Social and political issues influencing program development and administration.

Contemporary methods of psychotherapeutic assessment and treatment, and social casework methods and principles.

Principles and practices of contract administration and evaluation.

Clients' legal rights.

Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Assist in planning, directing, managing, and overseeing the programs, functions, and operations of the Behavioral Health Services Department.

Supervise, train, and evaluate the work of assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgment within general policy guidelines and general administrative direction.

Assist in the negotiation of contracts for complex service needs.

Develop complex systems to address administrative challenges.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Maintain administrative responsibility for assigned Department functions.

Recommend and implement policies and procedures to ensure proper service delivery and treatment methods.

Community effectively with consumers and their families.

Effectively represent the programs and operations of the Behavioral Health Services Department to the public, consumers, community organizations, and other governmental agencies.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of increasingly responsible and progressive experience in a mental health program, including three (3) years of management and supervisory experience.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in social work, psychiatry, psychology, or a related field.

License or Certificate:

Must possess credentials in accordance with California Administrative Code, Title 9, Section 620 as:  
Psychiatrist; Licensed Clinical Psychologist; Licensed Clinical Social Worker; Marriage, Family and Child Counselor, or Health Administrator.

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Date: January, 2005